

Website: http://www.unfpa.org

P.O. 11435, Egypt Email:egypt.tenders@unfpa.org

Date: 4 March, 2025

REQUEST FOR QUOTATION RFQ № UNFPA/EGY/RFQ/25/008

Dear Sir/Madam,
UNFPA hereby solicits a quotation for the following service:

"Noura Framework community engagement through community cinema in Beni Sweif , Sohag and Dakhlya Governorates"

UNFPA is seeking to hire a consultancy firm to organize and deliver community outreach and engagement activities through community cinema technique targeting Noura villages in the Governorates of Sohag, Dakhlya and Beni Sweif as per the attached detailed ToRs.

About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person's potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: <u>UNFPA about us</u>

Service Requirements/Terms of Reference (ToR): please review detailed TORs attached as Annex II

Background:

Girls Assets Framework is a programme with the aim of providing guidance to design and implement girl-centered programmes focused on the improvement of coverage, and how to reach the most marginalized adolescent girls with the desired expected impact. This approach looks to shape intensive programmes that can equip girls with social, health, and economic assets for girls' decision-making.

In October 2021, the National Council for Women (NCW) together with UNFPA and its partners launched Noura, the icon of the Girls Assets Framework in Egypt. As the everyday Egyptian adolescent girl, Noura is the central character who represents the investment in adolescent girls in Egypt to the government, private sectors, NGOs, and communities.

The Noura Framework responds to the National Strategy for the Empowerment of Egyptian Women 2030 and the National Action Plan for Family Development and will contribute to the SDG targets set in Egypt's Vision 2030. The program places adolescent girls 'aspirations and needs at the center:

Objective and scope of work:

- Empowers adolescent girls by providing them with health, social, economic, and digital assets to make their own choices.
- Creates positive social and gender norms towards adolescent girls within their households and communities.



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• Strengthens systems to ensure quality and accessible services responsive to adolescent girls in Haya Karima villages.

<u>Deliverable(s)</u>; Please review detailed deliverables including the time frame for each deliverable attached as Annex II – TORs

Outline and scope of delivery:

In light of the above context, UNFPA Egypt Country Office seeks to contract a firm to organize and deliver community outreach and engagement activities through community cinema technique targeting Noura villages in the Governorates of Sohag, Dakhlya and Beni Sweif. The community social events will target the following groups:

- 1. Parents of Noura girls of the programme
- 2. Boys within the Noura villages
- 3. Community leaders

The main objective of this assignment is work on the gender norms and power structure within families, trying to change their perspective on girls' empowerment and girls agency and reduce harmful practices against them. This should happen through community cinema technique where movies and clips that motivate discussions between families, girls and boys about gender norms should be featured. The desired outcome should be creating an enabling environment for adolescents to empower them to make better decisions and choices in their lives.

Scope of delivery:

1- Designing a detailed implementation plan for the whole duration of the contract divided on the three governorates. (**Deliverable 1**)

Implement community cinema event in the following villages:

- **2- Sohag** "Nida, El sawmaa sharq, El Ahaywa Sharq, El gazazra, El ghorayzat, Nagaa Abo Awad, el Batakh, Fazarah, el Berba, el Shoka, El Farasia", **targeting 4000 (Deliverable 2)**
- 3- Beni Sweif "Bahbashyn and El borg", targeting 2000 (Deliverable 3)
- 4- Dakhlya "Sherbeen, Mahalet Anshaq" targeting 1500 (Deliverable 4)
- 5- Final report for the whole mission Arabic and English. (Deliverable 5)

Timing / Schedule

Contract duration: 7 Months from signing the contract.

The implementation should start in April and end in September and a final report should be submitted by mid-October 2025 at the latest.

Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA:	Noha El Maraghy, procurement Associate
Email address of contact person:	elmaraghy@unfpa.org



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The deadline for submission of questions is Wednesday 19 March 2025, 13:00pm Cairo Local Time. Questions will be answered in writing and shared will parties as soon as possible after this deadline.

I. Eligible Bidders

This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:

- A bidder must be a legally-constituted company that can provide the requested services and have legal capacity to enter into a contract with UNFPA perform in the country of Egypt, or through an authorized representative.
- A bidder must not have a conflict of interest regarding the solicitation process or with the TORs / Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.
- At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the <u>Compendium of United Nations Security Council</u> <u>Sanctions Lists</u> and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any <u>UN Organization</u> or the <u>World Bank Group</u>.
- Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on <u>UN</u>
 Supplier Code of Conduct.

II. Content of quotations

Quotations should be submitted via a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid & Declaration From **separately** from their Financial Bid containing the price information. Each envelope shall consist of a single email whenever possible, depending on file size.

- a) Technical proposal, in response to the requirements outlined in the service requirements / TORs.
- a) Signed Declaration Form, to be submitted strictly in accordance with the document.
- b) Price quotation, to be submitted strictly in accordance with the price quotation form.

Both parts of the quotation must be signed by the bidding company's relevant authority and submitted in PDF format.

III. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact person indicated below no later than: Tuesday 18 March 2025, at 23:00 PM Cairo Time]¹.

Name of contact person at UNFPA:	Operations Unit
Email address of contact person:	egypt.tenders@unfpa.org

Please note the following guidelines for electronic submissions:

- The following reference must be included by the Bidder in the email subject line:
 - UNFPA/EGY/RFQ/25/008- [Company name], Technical Bid
 - UNFPA/EGY/RFQ/25/008- [Company name], Financial Bid

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¹ http://www.timeanddate.com/worldclock/city.html?n=69



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- Submissions without this text in the email subject line may be rejected or overlooked and therefore not considered.
- It is the Bidder's responsibility to assure compliance with the submission process. If the envelopes or
 emails are not marked / submitted per the instructions, UNFPA will neither assume responsibility for
 the bid's misplacement or premature opening nor guarantee the confidentiality of the Bid process.
 Incorrect submissions might result in your Bid being declared invalid.
- The total email size may not exceed 10 MB (including email body, encoded attachments and headers). Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.
- Any quotation submitted will be regarded as an offer by the bidder and does not
 constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to
 award a contract to any bidder as a result of this RFQ.

IV. Overview of Evaluation Process

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated and scored first, prior to the evaluation and scoring of price quotations

Technical Evaluation

Technical proposals will be evaluated based on their responsiveness to the service requirements /TORs listed in Section II and in accordance with the evaluation criteria below.

Criteria	[A] Maximum Points	[B] Points obtained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Company expertise in conducting similar assignments: - Evidence on working on similar community engagement tasks - Evidence on working with similar communities	100		20%	
Adequacy of the proposed technical offer to the ToR including: - Concept and clear methodology - Innovative ways of running discussions with similar groups	100		30%	



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Experience and portfolio of the company - Profile working with UN or developmental agencies - History in working on social and gender projects	100	20%	
Assigned Team expertise and qualifications CVs mandatory requirement	100	15%	
Logistical & Technical Capacity including: • Experience in getting Equipment & Setup for such events • Ability of managing community events including handling permits, crowd control, and local coordination	100	15%	
Grand Total All Criteria	500	100%	

The following scoring scale will be used to ensure objective evaluation:

Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted	Points out of 100
Significantly exceeds the requirements	90 – 100
Exceeds the requirements	80 – 89
Meets the requirements	70 – 79
Partially meets the requirements	1 – 69
Does not meet the requirements or no information provided to assess compliance with the requirements	0

Financial Evaluation

Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum score of [70%] in the technical evaluation.

Price quotes will be evaluated based on their responsiveness to the price quote form. The maximum number of points for the price quote is 100, which will be allocated to the lowest total price provided in



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ORs. All other price quotes will receive points in inverse

based on the specific formula indicated in the TORs. All other price quotes will receive points in inverse proportion according to the following formula:

Financial score =	Lowest quote (\$)	X 100 (Maximum score)
Tillaliciai score –	Quote being scored (\$)	X 100 (Waxiiiidiii Score)

Total score

The total score for each proposal will be the weighted sum of the technical score and the financial score. The maximum total score is 100 points.

V. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Professional Service Contract on a fixed-cost basis to the Bidder(s) that obtain the highest total score.

VI. Right to Vary Requirements at Time of Award

UNFPA reserves the right at the time of award of contract to increase or decrease by up to 20% the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.

VII. Payment Terms

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

VIII. Fraud and Corruption

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's policy regarding fraud and corruption is available here: Fraud Policy. Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at <u>UNFPA Investigation Hotline.</u>



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IX. Zero Tolerance

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: Zero Tolerance Policy.

X. RFQ Protest

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit **Mr. Yves Sansserath, Representative**; sassenrath@unfpa.org Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Supply Chain management Unit at procurement@unfpa.org.

XI. Disclaimer

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).



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PRICE QUOTATION FORM

Name of Bidder:				
Date of the quotation:	Click here to enter a date.			
Request for quotation Nº:	otation №: UNFPA/EGY/RFQ/25/008			
Currency of quotation : EGP				
Validity of quotation:				
(The auotation must be valid for a period	of at least 3 months after the submission deadline			

NB: Prices must include VAT

ltem	Description	Number & Descriptio n of Staff by Level	Daily/Mon thly Rate	Days/mont hs to be Committed	Total
1. P	rofessional Fees				
1	Submitting the detailed implementation plan for the whole duration of the contract (Deliverable 2)				
2	Implementing Sohag activities targeting 4000 Participants along with the activities report and documentation materials of this period (Deliverable 2)				
3	Implementing Beni Sweif activities targeting 2000 Participants, along with the activities report and documentation materials of this period (Deliverable 3)				
4	Implementing Dakhlya activities targeting 1500 Participants along with the activities report and documentation materials of this period (Deliverable 4)				
5	Submitting the Final report for the whole mission in both languages Arabic and English. (Deliverable 5)				
		I	Total Prof	essional Fees	EGP
2. 0	ut-of-Pocket expenses				
	Travel, accommodations, meeting package, stationaryetc, out of pocket expenses to be settled based on actual invoices.				
	Any Other, please specify in detail				
		T C	l otal Out of Poo	ket Expenses	EGP



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	Total Contract Price	EGP
(Profes.	sional Fees + Out of Pocket Expenses)	EGP
Vendor's Comments:		
I hereby certify that the company mentioned above, wh	nich Lam duly authorized to sign for tha	s reviewed
RFQ UNFPA/EGY/RFQ/25/008 including all annexes, as	,	
and the responses provided by UNFPA on clarification of	·	
	·	•
Further, the company accepts the General Conditions	of Contract for UNFPA and we will ab	ide by this
quotation until it expires.		
	Click here to enter a	
	date.	
	ducc.	
Name and title	Date and place	



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DECLARATION FROM

The undersigned, being a duly authorized representative of the Company represents and declares that:

1.	The Company and its Management ² have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following:	YES	NO
	a. Fraud;		
	b. Corruption;		
	c. conduct related to a criminal organization;		
	d. money laundering or terrorist financing;		
	e. terrorist offences or offences linked to terrorist activities;		
	f. sexual exploitation and abuse;		
	g. child labour, forced labour, human trafficking; or		
	h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).		
2.	The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct.		
3.	The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law.		
4.	The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions.		

 $^{^2}$ "Management" means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders.



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5.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business (<i>creating a shell company</i>).	
6.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) (being a shell company).	

The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

Signature:	
Date:	
Name and Title:	
Name of the Company:	
UNGM №:	
Postal Address:	
Email:	



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ANNEX I: General Conditions of Contracts: De Minimis Contracts

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in English:

https://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20Services%20EN.pdf



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Annex II TERMS OF REFERENCE

Noura Framework community engagement through community cinema in Beni Sweif , Sohag and Dakhlya governorates

Background

Girls Assets Framework is a programme with the aim of providing guidance to design and implement girl-centered programmes focused on the improvement of coverage, and how to reach the most marginalized adolescent girls with the desired expected impact. This approach looks to shape intensive programmes that can equip girls with social, health, and economic assets for girls' decision-making.

In October 2021, the National Council for Women (NCW) together with UNFPA and its partners launched Noura, the icon of the Girls Assets Framework in Egypt. As the everyday Egyptian adolescent girl, Noura is the central character who represents the investment in adolescent girls in Egypt to the government, private sectors, NGOs, and communities.

The Noura Framework responds to the National Strategy for the Empowerment of Egyptian Women 2030 and the National Action Plan for Family Development and will contribute to the SDG targets set in Egypt's Vision 2030. The program places adolescent girls 'aspirations and needs at the center:

- Empowers adolescent girls by providing them with health, social, economic, and digital assets to make their own choices.
- Creates positive social and gender norms towards adolescent girls within their households and communities.
- Strengthens systems to ensure quality and accessible services responsive to adolescent girls in Haya Karima villages.

Outline and scope:

In light of the above context, UNFPA Egypt Country Office seeks to contract a **firm** to organize and deliver community outreach and engagement activities through community cinema technique targeting Noura villages in the Governorates of Sohag, Dakhlya and Beni Sweif. The community social events will target the following groups:

- 1. Parents of Noura girls of the programme
- Boys within the Noura villages
- 3. Community leaders

The main objective of this assignment is work on the gender norms and power structure within families, trying to change their perspective on girls' empowerment and girls agency and reduce harmful practices against them. This should happen through community cinema technique where movies and clips that motivate discussions between families, girls and boys about gender norms should be featured. The desired outcome should be creating an enabling environment for adolescents to empower them to make better decisions and choices in their lives.



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Scope of delivery:

- **1-** Designing a detailed implementation plan for the whole duration of the contract divided on the three governorates. (**Deliverable 1**)
 - Implement community cinema event in the following villages:
- **2- Sohag** "Nida, El sawmaa sharq, El Ahaywa Sharq, El gazazra, El ghorayzat, Nagaa Abo Awad, el Batakh, Fazarah, el Berba, el Shoka, El Farasia", **targeting 4000 (Deliverable 2)**
- 3- Beni Sweif "Bahbashyn and El borg", targeting 2000 (Deliverable 3)
- 4- Dakhlya "Sherbeen, Mahalet Anshaq" targeting 1500 (Deliverable 4)
- 5- Final report for the whole mission Arabic and English. (Deliverable 5)

The contracted company will be expected to provide a detailed technical proposal and work plan with a specific timeline that includes their vision of the implementation of the following activities:

Film Selection & Content Curation:

- Identify and curate a selection of Egyptian movies, plays that effectively address gender roles, stereotypes, and gender-based issues.
- Ensure diversity in themes, covering topics such as gender equality, harmful gender norms and practices including FGM and Child marriage, women's empowerment, and masculinity.
- Secure necessary permissions for screening if required.

Events Design & facilitation Plan:

- Develop interactive facilitation techniques to structure post-screening discussions, ensuring engagement and critical reflection.
- Design methodologies to encourage audience participation, including guided discussions, storytelling, and experience sharing -when relevant".
- Incorporate intersectional perspectives to ensure inclusivity and cultural sensitivity.

Implementation of community Cinema events:

- Organize and conduct a series of community cinema sessions in targeted locations.
- Present selected film excerpts by structured discussions facilitated by trained moderators.
- Engage audiences in critical thinking exercises, prompting them to analyze gender roles portrayed in films and relate them to real-life experiences.

Number of events and timeline:

 The contractor should clarify in their technical offer the number of expected events to cover the requested target and they should also provide a detailed timeline for execution starting from April till September 2025.



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Selected contractor shall deliver also:

- A detailed report for each event/ activity conducted including the analysis of the M&E tools used to assess the change in knowledge.
- A final report of the overall activities implemented with evaluation and recommendations.
- Proof of attendance and reach for each event. (This will be supported by the National Council for Women)
- Solid documentation of all activities through high quality photos and short videos along with English subtitles.

Monitoring, progress control and reporting:

- All deliverables are to be submitted to UNFPA for clearance prior to finalization.
- Full coordination and email approval from UNFPA for all deliverables
- UNFPA review/clearance of deliverables will be communicated with the selected supplier/bidder via official emails.
- Regular follow up meetings will be held between the UNFPA team and the selected bidder to follow up on implementation.
- Methodology of implementation might be subject to modifications without changing the overall objective and the scope of work on the basis of mutual consultation.

Geographical scope and target numbers:

The activity implementation will target Noura villages in Sohag and Beni Sweif:

- 1- Sohag "Nida, El sawmaa sharq, El Ahaywa Sharq, El gazazra, El ghorayzat, Nagaa Abo Awad, el Batakh, Fazarah, el Berba, el Shoka, El Farasia", **targeting 4000**
- 2- Beni Sweif "Bahbashyn and El borg", targeting 2000
- 3- Dakhlya "Sherbeen, Mahalet Anshaq" targeting 1500

Please Note that, the National Council for Women will be responsible for target mobilization, the contractor will not bear this responsibility during the implementation period.

Timeline:

The contract with the selected bidder will be for the duration of 7 months. The implementation should start in April and end in September and a final report should be submitted by mid-October at the latest.

Competency and expertise:

 At least 5 years proven experience in planning, organizing and implementing community engagement and awareness-raising activities; capacity building/development and advocacy activities,



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- 2. Sold proven experience in implementing community cinema activities in similar village settings in Egypt, in addition to proven experience for the team in conducting such assignments with different community segments with special emphasis on adolescents and their parents; (previous experience working in similar or same geographical areas is an asset)
- 3. Experience Monitoring, evaluation and reporting on community level activities capturing change in knowledge.
- 4. Strong stakeholder engagement and project management skills.
- 5. Experience working with the UN, development agencies and government will be an asset.
- 6. Organizational capacity to implement large-scale community-based outreach activities at the governorate level.
- 7. Physical presence and/or partnerships at the local level.

Assessment criteria:

Technical Evaluation Criteria	Scoring Weight
Company Profile:	20%
 Profile working with UN or developmental agencies History in working on social and gender projects 	
Company expertise in conducting similar assignments:	20%
 Evidence on working on similar community engagement tasks Evidence on working with similar communities 	
Adequacy of the proposed technical offer to the ToR including:	30%
 Concept and clear methodology Innovative ways of running discussions with similar groups 	
Team CVs and qualifications	15%
Logistical & Technical Capacity including:	15%
Experience in getting Equipment & Setup for such events	
Ability of managing community events including handling permits, crowd control, and local coordination	

Hence: consultant company financial proposal should include all logistical financial expenses related to implementation including the community cinema set-up with full responsibility for technical needs such as screen, projector, speaker, internet etc. Seating arrangements will be discussed with NCW, however, the set up responsibilities including renting chairs will also be the responsibility of the company. Hence,



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set-up should abide with any cultural considerations as well as the comfort and safety of the community members.

Payment terms:

First payment: 10% will be paid based on the approved detailed implementation plan for the whole duration of the contract. **(Deliverable 1)**

Second payment: 25% will be paid based on the successful implementation of all activities of the (Sohag villages) along with the activities report and documentation materials of this period. **(Deliverable 2)**

Third payment: 25% will be paid based on the successful implementation of all activities of the BeniSweif village along with the activities report and documentation materials of this period. **(Deliverable 3)**

Fourth payment: 25% will be paid based on the successful implementation of all activities of Dakhlya village along with the activities report and documentation materials of this period. **(Deliverable 4)**

Fifth payment: 15% will be paid based on the approval of submitted final report for the whole mission in both languages Arabic and English. **(Deliverable 5)**

Deadline: All offers are expected to be received no later than 18th of March 2025 23:00 pm.